

REQUEST FOR PROPOSALS
BURLINGTON LEGACY PROJECT
FOCUS GROUP FACILITATION

The Burlington Legacy Project is soliciting proposals for conducting focus group discussions on the topics of the Economy, the Environment, Neighborhoods and Housing, Diversity and Equity, Governance and Education in connection with the updating of the Burlington Legacy Plan. In addition to facilitating the two-hour discussions, the facilitator will help Legacy staff to (i) organize the format of the discussion meeting, (ii) identify key stakeholders for invitation, (iii) identify appropriate means of public outreach for interested members of the community, and (iv) debrief after the discussion, identifying key themes and potential action items.

Proposals will be reviewed based on knowledge of the issue area (especially in relation to the local community), group facilitation skills and experience, and price. Proposals may be submitted for one or more of the six topic areas. Proposals should be submitted in writing to:

Margaret Bozik
Community & Economic Development Office
149 Church Street, Room 32
Burlington, VT 05401
mbozik@ci.burlington.vt.us

Submission by e - mail is acceptable. Proposals must be received no later than 4:00 p.m. (EST) on Wednesday, February 15, 2012, to be considered.